

Job Description:
Catering Supervisor

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| Function: | Schools |
| Job:  | Catering Supervisor |
| Position:  | **Catering Supervisor** |
| Job holder: |  |
| Date (in job since): | 27th June 2017 |
| Immediate manager: | Daniel Dodd, Catering Manager |
| Additional reporting line to: |  |
| Position location: | **Sandbach School** |
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| 1. Purpose of the Job |
| * To assist Catering Manager and Head Chef in delivering a prompt and efficient service to the company and clients standards whilst maintaining the cleanliness and hygiene of the unit to comply with company procedures.
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| 2. Main assignments  |
| * To ensure the company and statutory regulations regarding hygiene, safety and cleanliness are complied with at all times to a satisfactory level of performance detailed by the company’s policies and procedures
* To ensure prompt provision and efficient service of all meals to the standard laid down by the company and in accordance with the client specification
* To ensure the methods of preparation, production and presentation conform to the standards laid down by Sodexo requirements
* To obtain supplies and purchases only from approved and nominated suppliers
* To ensure the company accountancy, required documentation and administration procedures are carried out to the required standard
* To promote a friendly working relationship with colleagues
* To undertake training and comply with all company policies and procedures
* To raise any issues to the catering manager in a timely manner
* To report any incidents of accident, near miss, fire, loss, theft, damage unfit food or any other irregularities
* To work at school events as required, with occasional weekend work
* To carry out any reasonable request by management
* To take all necessary steps to ensure security of the kitchen, stores, office and any other areas under company control
* To ensure all new staff are inducted according to the company policies and job training is completed as required
* To maintain contact with customers and where necessary provide a prompt response to complaints and take all necessary action where appropriate
* To attend to all necessary action, statutory and otherwise, in the event of accident, fire, burglary, theft and lost property
* To attend meetings and training courses as required
* To manage cash flow and unit stock and report any shortages to the line manager immediately
* To ensure that the cash safe is locked at all times and the security code for such is known only by yourself and not shared with any other person
* To organise and prepare special functions which may sometimes be outside normal working hours
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| 3. Organization chart  |
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| 4. Person Specification  |
| * **Good interpersonal skills** - calm nature
* **Enthusiastic** - Displays a natural and sustained enthusiasm and energy
* **Self-Motivated** - Needs no encouragement to make things happen
* **Strong but Flexible** - Always prepared to listen and consider the views of others
* **Positive** - Focuses on what CAN be done
* **Personal Appearance** - Recognizes importance that appearance has on the attitudes of others
* **Responsible** - Conscious of the consequences of action or inaction
* **Conscientious** - Demonstrates a commitment to get things done on or before agreed deadlines
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| 5. Key Performance Indicators  |
| * Completes tasks within contracted hours to the agreed level
* Continuously seeks to improve standards
* Works without line manager having to remind them of their duties
* Contributes towards green Safegard audit
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| 6. Other Information  |
| Sodexo and the School are committed to safeguarding and promoting the welfare of the children and employees must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the criminal records bureau.It is the employee’s responsibility to promote and safeguard the welfare of the children and the young persons for whom they are responsible or with whom they come into contact.They will adhere to and ensure compliance with the college & Sodexo child protection policy statement at all times.If in the course of carrying out the duties of the post the employee becomes aware of any actual or potential risk to the safety or welfare of children or young persons in the establishment, he/she must report any concerns to their line manager or school safeguarding officer immediately. |

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| 7. Person Specification  |
| * Good standard of literacy and numeracy.
* Previous catering experience
* Excellent interpersonal skills and ability to communicate effectively with customer, clients and staff of all levels
* Good time management and organisational skills
* Ability to achieve and set standards
* Ability to work well under pressure
* Positive approach to learning in role and identifying own training needs as appropriate
* Self-motivated
* Sense of own initiative
* Ability to work as part of a team
* Flexible approach to role

**Desirable*** Basic food hygiene certificate
* Previous experience of catering management
* Experience of managing a team in an educational establishment
* Experience of managing budgets
* Computer literacy
* Good standard of financial acumen

**Ability to develop increasing individual effectiveness through leadership, motivation, communication, coaching and training.** |

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| 8. Management Approval  |
| Signed:…………………………………………………………Name:…..........................................................................

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| Version | 1.0 | Date: 26 June 17  |  |
| Document Owner | Daniel Dodd |

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